

LE questions for [REDACTED] 1 28 13

[REDACTED]

Multi-faceted role, keep track of students, constantly make sure finger prints and schedules are all in order and to help the instructor and students in any way possible.

LE review role of EOO

[REDACTED] and [REDACTED] both said I should speak with you.

Help me understand the logistics of test taking – when did [REDACTED] take her tests?

We have a room in univ center, called testing center set up time for test, it is a glass room, camera monitors, when student finishes, the univ center lets us know and I get test and scan it to [REDACTED]. Within 24 hours if took test late in day.

Class in evening; univ center closes at 7 pm.

Don't know when [REDACTED] did her grading.

Do you know when other students would get their tests back? no

Do you have email between you and [REDACTED] and [REDACTED] about test #2 which had the quiz attached and then [REDACTED] deleted it and [REDACTED] made another test for her?

Sending to me

Do logistics of [REDACTED] testing center work okay? Seem to

When did she send test #2 to [REDACTED]?

Other students allowed extra time and took in testing center. One other student as well in this same class, this student would take in early afternoon of class and then it would be [REDACTED] box to pick up at time of class. [REDACTED] did not have to scan and email this student's test to [REDACTED]

Maybe test 2 for everyone else on Monday 10/29, then [REDACTED] take the next day, this may have been one that I just handed to [REDACTED] because she wanted to come in on that Friday, Nov. 2. I'm not finding an email with a scanned test to [REDACTED].

Anything else I should know? no